

U.S. Department of Agriculture

Food Safety and Inspection Service



EEO Collateral Duty Network Directory

Program Planning, Analysis and Compliance Branch
Civil Rights Division

The FSIS EEO Collateral Duty Directory should be used as an internal resource. It provides names and contact information for all recognized EEO Advisory Committees, Special Emphasis Program (SEP) Managers and EEO Liaisons. The Directory includes useful information on EEO Advisory Committees, the SEP and special observances.

Questions regarding this Directory or changes and/or corrections to it should be directed to Dedra Ottley-Grizzle, EEO Assistant, Civil Rights Division, by email at Dedra.Ottley-Grizzle@fsis.usda.gov.

March 2003

National Special Emphasis Program Managers

Federal Women's Program Manager

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Hispanic Program Manager

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Native American Program Manager

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Asian/Pacific American Program Manager

Dr. Bharat Patel

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USDA/FSIS/OPPDE

Inspection Enforcement Standards Development

Division

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Washington, DC 20250

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FAX: 202 690-0824

Disability Employment Program Manager
(DEPM)

Ms. Joanne Bolton

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Human Resources Division

Employment and Benefits Policy Branch

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Washington, DC 20250

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National Disability Employment Program

National Disability Employment Program Manager

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Human Resources Division

Employment and Benefits Policy Branch

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Disability Employment Program Coordinators

Headquarters

Ms. Pat McFarland

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Human Resources Division

Classification and Staffing Services Branch

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**Field - Human Resources Specialist or Section Head
for your Program/Location**

USDA-FSIS-HRFO

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Minneapolis, MN 55403

Voice: 612-370-2000 or 1-800-370-3747

Western Section-Guam, American Samoa,
Hawaii, Alaska, California, Washington,
Oregon, Idaho, Nevada, Texas, Utah,
Arizona, Colorado, New Mexico, Iowa,
Nebraska, and Financial Processing Center
Human Resource Specialists:

Ms. Jill Kubina

jill.kubina@fsis.usda.gov

Ms. Carol Hendrick

carol.hendricks@fsis.usda.gov

FAX: 612-370-2377

Southeast Section-Georgia, Florida, Mississippi,
Tennessee, Alabama, Puerto Rico, Virgin Islands,
and OPHS Labs, Technical Service Center (Omaha,
NE)

Mr. Dave Reedstrom, Section Head

David.reedstrom@fsis.usda.gov

Human Resource Specialists:

Ms. Ellen Barbeck

Ellen.barbeck@fsis.usda.gov

Ms. Mary Lewis

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FAX: 612-370-2062

Central Section-Minneapolis, North Dakota, South
Dakota, Montana, Wyoming, Kansas, Missouri,
Arkansas, Oklahoma, Louisiana, Illinois, Indiana,
Ohio, and HRFO

Ms. Debbie Thompson, Section Head

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Human Resource Specialists:

Ms. Sandy Cox - sandra.cox@fsis.usda.gov

Mr. Keith McFarlin - keith.mcfarlin@fsis.usda.gov

FAX: 612-370-2007

Northeastern Section-Wisconsin, Michigan, Maine,
New Hampshire, Vermont, Massachusetts, Rhode
Island, Connecticut, New York, Pennsylvania,
Delaware, Maryland, New Jersey, District of
Columbia, Virginia, Kentucky, West Virginia, North
Carolina, South Carolina, and Center for Learning
(College Station, TX)

Mr. Steve Prochnow, Section Head

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Human Resource Specialists:

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Ms. Darcy Long - darcy.long@fsis.usda.gov

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Atlanta District Office

Vacant Position

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Management Liaison to the EEO
Advisory Committee Members
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Atlanta, GA 30303
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Fax 404-562-5877
Tenure: 2 Years

Mr. Ivan Latorre, Chairperson

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EEO Advisory Committee
6970 Hood Street
Hollywood, FL 33024
Telephone: 954-356-7214
Fax 954-356-7950
Tenure: 2 Years

Ms. Yasmin Santiago, Vice-Chairperson

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EEO Advisory Committee
3024 Golden Pond Boulevard
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Tenure: 2 Years

Dr. Angela McIntyre, DVM, Secretary

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EEO Advisory Committee
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Fax 678-493-3169
Tenure: 2 Years

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Tenure: 2 Years

Ms. Charlotte Ray

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EEO Advisory Committee
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Tunnel Hill, GA 30755
Telephone: 404-352-7350
Tenure: 2 Years

Ms. Donna Sewell

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EEO Advisory Committee
Federal Women's Program Manager
4531 North Point Drive
Camilla, GA 31730
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Tenure: 2 Years

Beltsville District Office

Dr. Mohamed Ibraheim, DVM, District Manager

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Ms. Margaret Brown

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EEO Advisory Committee Member

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Ms. Valerie Compton

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Chicago District Office

Mr. David E. Green, District Manager

Dr. Nadia Bebawy, DDM - District Civil Rights Coordinator/Liaison

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Disability Employment Program Manager

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Federal Women's Program Manager

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Ms. Irene Kramer

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Federal Women's Program Managers

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Asian Pacific Program Manager

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Mr. Richard Quintero

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Hispanic Employment Program Manager

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The Chicago District Office Subcommittee in Ohio

Mr. Richard Mackey, Deputy District Manager

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Ms. Judy Kavander

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Federal Women's Program Manager

Ms. Pam Foster, Chairperson

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John Hale, Member

John.hale@fsis.usda.gov

Dale Obringer, Member

Dale.obringer@fsis.usda.gov

Glenn Escape, Member

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Dallas District Office

Dr. Alan Knox, District Manager

USDA/FSIS
1100 Commerce Street
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Dallas, TX 75242-0598
Telephone Numbers:
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Ms. Jeannie Bauske

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Houston
Federal Women's Program Manager

Mr. Arturo Barrera

Arturo.barrera@fsis.usda.gov
Houston
Hispanic Employment Program Manager

COLLATERAL DUTY TENURE: Tenure: 2 Years

Des Moines District Office

Mr. Dennis Greening, District Manager

USDA, FSIS, FO, Federal Building
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Des Moines, IA 50309
Phone: 515-727-8960 or 1-800-990-9834 FAX: 515-727-8991

Mr. Adolph Ollison

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African American Program Manager

Dr. Dawn Sprouls and Ms. Linda Lister

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co-chairpersons
Federal Women's Program Manager

Mr. Abel Santos

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Hispanic Employment Program Manager

Collateral Duty Tenure: 3 years

Activities/Projects: Conducts numerous outreach programs at various universities career days
and participate in state fairs.

Jackson District Office

Dr. Mariano-Loret deMola, DVM, District Manager

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Ridgeland, MS 39157
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Ms. Wanda Miller, President

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Mr. Willie Harris, Vice President

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***Dr. Francisco Gonzales, DVM,
Secretary***

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Dr. Theora Jamison, DVM

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Dr. James Casetta, DVM

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Mr. Angela Draper

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Office of Policy, Program and Development (OPPD)

EEO Advisory Committee

Mr. Philip Derfler, Deputy Administrator

Ms. Carole Thomas, Chairperson

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Technical Analysis Staff

Room 405 Annex

Washington, DC 20250

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FAX 202-205-0080

Tenure on Committee: 8/00 to Present

Member of Perception Work Group

Mr. Paul Uhler

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USDA/FSIS/OPPDE

Technical Analysis Staff

Room 405 Annex

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Tenure on Committee: 8/00 to Present

Member of Work Force Diversity Work Group

Ms. Hazel Robinson, Vice Chairperson

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Regulations and Directives Development Staff

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Tenure on Committee: 8/00 to Present

Ms. Tracy Legall

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Office of the Deputy Administrator

Room 4860 South

Washington, DC 20250

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Tenure on Committee: 8/00 to Present

Member of Work Force Diversity Work Group and
Web Site Work Group

Ms. Diana Basker, Recording Secretary

Diana.basker@fsis.usda.gov

Regulations and Directives Development Staff

Room 402 Annex

Washington, DC 20250

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Tenure on Committee: 8/00 to Present

Member of the Pre Grooming and Pre Selection
Work Group and Focus Newsletter Work Group

Ms. Charlene Morton

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Room 3833 South

Washington, DC 20250

Telephone: 202-720-6735

FAX: 202 202-690-1030

Tenure on Committee: 8/00 to Present

Member of the Work Force Diversity Work Group

Ms. Rosalyn Murphy

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Labeling and Consumer Protection Staff

Room 602 Annex

Washington, DC 20250

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FAX: 202-205-0145

Tenure on Committee: 8/00 to Present

Chairperson of the Work Force Diversity Work
Group

Mr. Harry Walker

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Animal and Egg Production Food Safety Staff

1400 Independence Avenue, SW

Room 0002 South

Washington, DC 20250

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Tenure on Committee: 8/00 to Present

Chairperson of the Intra Office Communication
Work Group

(OPPD continued)

Ms. Loraine Cannon

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Meat and Poultry Advisory Committee Staff
Room 615 Annex
Washington, DC 20250
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Tenure on Committee: 1/01 to Present
Member of the Intra Office Communication Work Group and Pre Grooming and Pre Selection Work Group

Ms. Sharon Torrence

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Data Analysis and Statistical Staff
Room 201 Annex
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Tenure on Committee: 8/00 to Present
Member of the Intra Office Work Group and Chairperson of the Web Site Work Group

Ms. Jennifer Webb

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New Initiatives Staff
Room 303 Annex
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Telephone: 202 205-9689
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Tenure on Committee: 1/01 to Present
Member of the Intra Office Communication Work Group; Focus Newsletter Work Group; and Web Site Work Group

Mr. Irwin Dubinsky

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Regulations and Directives Development Staff
Room 112 Annex
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Tenure on Committee: 8/00 to Present
Chairperson of the Perception Work Group

Mr. Kenneth Lee

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International Policy Staff
Room 2137 South
Washington, DC 20250
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FAX: 202 720-7990
Tenure on Committee: 3/01 to Present
Chairperson of the Pre Grooming and Pre Selection Work Group

Ms. Amelia Sharar

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Editor of the Focus Newsletter

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Tenure on Committee: 1/01 to Present
Member of the Focus Newsletter Work Group

Mr. Mark Benedict

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Tenure on Committee: 01/02 to Present
Member of the Pre Grooming and Pre Selection Work Group

Ms. Denise Postell

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Federal, State, and Local Government Relations Staff
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FAX: 202 418-8834
Tenure on Committee: 01/01 to Present

Special Emphasis Programs

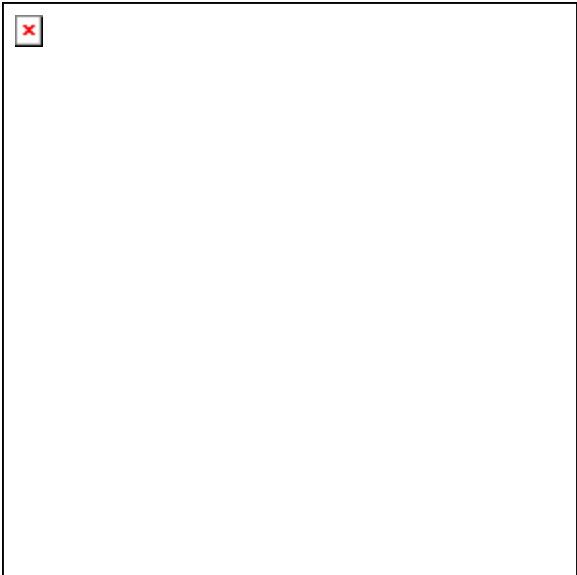
Special Emphasis Programs (SEP) are an integral part of the Equal Employment Opportunity and Civil Rights Program. The purpose of these programs is to ensure that agencies take affirmative steps to provide equal opportunity to minorities, women and people with disabilities in all areas of employment. The term, "Special Emphasis Programs," refers specifically to employment related programs which focus special attention on groups that are conspicuously absent or underrepresented in a specific occupational category or grade level in the agency's work force. These programs serve as a channel to management officials. The goals of the Special Emphasis Programs are to:

- Improve employment and advancement opportunities for minorities, women and people with disabilities in the Federal service;
- Identify systemic causes of discrimination against minorities, women and people with disabilities;
- Seek ways to help minorities, women and people with disabilities to advance by using their skills more fully;
- Monitor agency progress in eliminating discrimination and adverse impact on minorities, women and people with disabilities in employment and agency programs; and
- Educate Federal employees and managers about the extent of various forms of discrimination within the Federal Service.

Special Emphasis Program Managers

Special Emphasis Program Managers are members of the management team. They should participate in the review of agency policies, practices, and procedures in order to help eliminate any that discriminate against minorities, women and people with disabilities. SEP Managers also analyze information and data and present recommendations to improve all aspects of employment as they relate to the targeted groups. These Managers serve as subject matter experts, staff advisors, fact finders, sources of information and program advocates. Therefore, individuals selected for these positions must remain objective and operate in a professional manner at all times.

Most agencies have established SEPs for the following: Hispanic Employment Program (HEP), the Federal Women's Program (FWP), African American, Asian Pacific American Program, Native American Program and Disabilities Employment Program (DEP). The primary goals of Special Emphasis Programs are to eliminate discriminatory practices and to assure that target groups are appropriately represented throughout the workforce.



Historical Perspective

Special Emphasis Programs receive their authority from Federal statutes, regulations, and Presidential Executive Orders which include, but are not limited to, the Civil Rights Act of 1964, as amended, Age Discrimination in Employment Act, Rehabilitation Act, Equal Employment Opportunity Act. These authorities require Federal agencies to conduct affirmative recruitment of women, minorities and persons with disabilities.

As early as 1940, racial discrimination was banned in the Federal service. The Ramspeck Act made it illegal for anyone in the Federal government to be discriminated against based on race, color, national origin or creed (religion).

President Franklin Roosevelt's Executive Order 8587, coupled with the passage of the Hatch Act in 1939 and the Ramspeck Act in 1940, began the process of dismantling racial segregation. President Truman continued this process in 1948 when he issued executive orders, which banned racial segregation in the military and outlawed racial discrimination in the Federal government.

Through President Truman's Executive Order 9980, Federal agencies were directed to:

- (1) initiate relations with relevant minority organizations in order to facilitate a larger pool of minority job applicants,
 - (2) conduct periodic surveys to assess the number of minority employees working in each agency,
 - (3) develop and adopt new recruitment strategies designed to facilitate equal employment opportunities for members of minority groups, and
 - (4) develop training programs for all lower-level employees, where the majority of minority members were to be found, so that they might receive the prerequisite skills for promotions
-

Equal Employment Opportunity Advisory Committees

The following is a summary of important information about EEO Advisory Committees in FSIS. For more information, please contact the Civil Rights Division.

Purpose

The purpose of a Food Safety and Inspection Service Equal Employment Opportunity Advisory Committee (EEOAC) is to:

- A. Advise and make recommendations to management on issues to improve equal employment opportunity within the program area.
- B. Alert management to EEO and diversity problems.
- C. Provide advice on employee issues that have EEO and diversity implications.
- D. Provide a forum for an exchange of ideas and action proposals on sensitive issues, matters or concerns about EEO and diversity.
- E. Analyze the impact of recommendations on diverse groups within FSIS and those groups that the Agency serves.
- F. Promote communication between management and employees on EEO and diversity issues.

Goal

The goal of the Committee is to serve as a communications channel for employees to bring EEO concerns and suggestions to the attention of management in order to improve the EEO Program. This may be accomplished by:

- A. Developing recommendations to prevent, mitigate and/or eliminate EEO and diversity problems.
- B. Assisting with the evaluation of employment data to identify trends, accomplishments, or problems.
- C. Assisting in activities for Special Emphasis Programs, special observances, community outreach, and other EEO and diversity related projects.

Membership

It is the policy of FSIS that all task groups and committees, including EEO Advisory Committees, must reflect the diversity of the organizational unit's workforce. This includes race, gender national origin, grade levels, major occupations and employment categories, i.e., professional, administrative, clerical, technical, and other.

Any full-time career employee can serve on a committee, regardless of race, age, gender, color, religion, family, parental or marital status, national origin, sexual orientation, disability or

protected genetic information. Employees may nominate themselves, each other, or be appointed by management.

Committees are established at the discretion of management. Consequently, management determines how many employees will serve on an EEO Advisory Committee. They also have the authority to terminate membership without following adverse action procedures. Management can assign specific duties and responsibilities to the committee that are within the scope of EEO policies, rules, regulations and practices.

EEO Advisory Committee members serve on a collateral duty basis. In other words, they can spend up to 20 percent of their official time performing EEO duties. Therefore, it is necessary for all collateral duty employees to have an addendum specifically describing their duties attached to their official position description. They should also have a performance standard that is separate and a part from their critical EEO/CR performance element. In addition, a Memorandum of Understanding (MOU) must be included in the administrative process. The MOU provides specific and detailed information about the employee's role, duties, and supervisory authorities as they relate to the collateral duty.

In order to be effective, committee members must work together as a team. They should jointly develop and establish committee bylaws, operating procedures and other procedural documents. The program head, with the concurrence of the Civil Rights Division should approve all documents prior to implementation.

EEO Collateral Duty Documents

- Memo of Appointment – Notifies/Congratulates employee on the appointment.
- Addendum to Official Position Description – Specifies the appointee's collateral duty and responsibilities. (It should be removed at the conclusion of the appointment.)
- Performance Standards - Reflects the appointee's collateral duties and responsibilities. The performance element **cannot** be critical element. In addition, it **cannot** be included in the employee's performance standard that contains the EEO/CR critical element.
- Memorandum of Understanding - Is an agreement that describes the official collateral duties and responsibilities of the appointee, and the amount of time that can be spent on the collateral duty assignment.

Meetings

Members are expected to attend all meetings of the committee and participate fully in its deliberations. Repeated unexcused absences from meetings and lack of contributions to the work of the committee should be reported to the appointing official(s). After the committee is established, members will elect a Chair, Vice Chair, Special Emphasis Program Managers, and a Recorder as its officers. A list of the newly elected officers should be forwarded to the appropriate management official and the Civil Rights Division.

Training

It is essential that all committee members receive training in order to effectively provide reliable advice and assistance to management. They must become familiar with all of the various aspects of EEO, personnel policies, and procedures.

National Special Observances

Special observances were designed for the purpose of providing cultural awareness to everyone. Commemorative activities conducted for these observances should be educational and employment-related. Observances celebrate the birthday of Dr. Martin Luther King Jr., African American Heritage, Women's History, Asian Pacific Americans, Women's Equality Day, Hispanic Americans, People with Disabilities and American Indian/Alaskan Native Heritage.

Special Observance Commemorations

January

Martin Luther King, Jr., Birthday

February

African American History Month

March

Women's History Month

May

Asian American and Pacific Islander Heritage Month

June

Gay and Lesbian Pride Month

July

FSIS All American Unity Month

August

Women's Equality Day - August 26

September 15 – October 15

Hispanic Heritage Month

October

Disability Awareness Month

November

Native American Heritage Month

Civil Rights Division

Mailing Address

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Beltsville, MD 20705

Visitors

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Twanda Adams, Management Analyst	301-504-7747	1-2260	301-504-2141
Counseling and Mediation Branch			
Frank Grijalva, Chief	301-504-7748	1-2260	301-504-2141
Arthur Simmons, Jr., EEO Counselor/Mediator	301-504-7755	1-2260	301-504-2141
Victor Betancur, EEO Counselor/Mediator	214-767-9124 x897	Dallas, TX	214-767-0266
Linda Collins, EEO Counselor/Mediator	404-562-5909	Atlanta, GA	404-562-5930
Valerie Sewell, EEO Counselor/Mediator	301-504-2159	1-2260	301-504-2141
Vacant, EEO Counselor/Mediator	301-504-4212	1-2260	301-504-2141
Complaints Management Branch			
Kevin McGrath, Chief	301-504-7754	2-1138	301-504-7746
Cynthia Dixon, Equal Employment Specialist	301-504-7750	2-1130-B	301-504-7746
Contina Edwards, Equal Opportunity Assistant	301-504-7758	2-1136-B	301-504-7746
Bernadette Fowler, Equal Employment Specialist	301-504-7752	2-1130-C	301-504-7746
Vanessa Jones, Secretary	301-504-7755	2-1134-B	301-504-7746
Program Planning, Analysis, and Compliance Branch			
Marquerita Crawford, Chief	301-504-7756	2-1140	301-504-7746
Sylvia Bourn, Equal Employment Specialist	301-504-7756	2-1130-B	301-504-7746
Beverly J. Broady, Equal Employment Specialist	301-504-7757	1-2260	301-504-2141
Melissa Dull, Equal Employment Specialist	301-504-2129	1-2270	301-504-7746
Leslie Fisher, Equal Employment Specialist	301-504-2145	1-2260	301-504-2141
Dedra R. Ottley-Grizzle, EO Assistant	301-504-7756	2-1134-A	301-504-7746
J. P. Porter, Equal Employment Specialist	515-727-8979	Des Moines, IO	515-727-8991
Frank Reinhart, Equal Employment Specialist	301-504-3976	1-2260	301-504-2141